

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100032-1

REPORTS INVENTORY					CONTROL NO. DDS/OF-029									
PREPARE IN DUPLICATE														
1. TITLE OF REPORT (If a fill-in report include Form No.) Semi-Annual Financial Report TYPE I and TYPE II FPA Stations					2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input checked="" type="checkbox"/> STATISTICAL</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> NARRATIVE</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> MACHINE-NAME LISTING</td> </tr> </table>		<input checked="" type="checkbox"/> STATISTICAL	<input type="checkbox"/> NARRATIVE	<input type="checkbox"/> MACHINE-NAME LISTING					
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3. FUNCTIONAL AREA		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">PERSONNEL</td> <td style="width:50%;">TRAINING</td> </tr> <tr> <td>LOGISTICS</td> <td>SECURITY</td> </tr> <tr> <td>MEDICAL</td> <td><input checked="" type="checkbox"/> FINANCE</td> </tr> </table>		PERSONNEL	TRAINING	LOGISTICS	SECURITY	MEDICAL	<input checked="" type="checkbox"/> FINANCE	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">ADMIN. GENERAL</td> </tr> <tr> <td>OTHER (specify)</td> </tr> </table>			ADMIN. GENERAL	OTHER (specify)
PERSONNEL	TRAINING													
LOGISTICS	SECURITY													
MEDICAL	<input checked="" type="checkbox"/> FINANCE													
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OTHER (specify)														
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annually		6. DISTRIBUTION (No. of components not number of copies) 2										
7. FORMAT (memorandum, form computer print-out, etc) Memo & Schedules		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">YES</td> <td style="width:50%;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>		YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT O/Log Memo, dated 7/10/61						
YES	IF YES GIVE ADP PROCESSING NO.													
<input checked="" type="checkbox"/> NO														
10. PREPARING COMPONENT (include lowest level contributing information to report) Property Accounting Section/Accts. Div.				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)										
12. COST FACTORS														
A. MANUAL PREPARATION AND REVIEW COSTS														
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>								
				=		=								
GS-10	\$5.23		4		\$20.92									
GS-05	3.57		3/10		1.79									
						\$ 41.84								
						<u>3.58</u>								
						\$ 45.42								
B. COSTS OF COMPUTER PRODUCED REPORTS														
TOTAL COSTS PER YEAR						\$ 45.42								
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.														
14. FUTURE GOALS														
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><input checked="" type="checkbox"/> RETAIN AS IS</td> <td style="width:50%;"><input type="checkbox"/> OTHER (explain)</td> </tr> <tr> <td><input type="checkbox"/> CHANGE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> DISCONTINUE</td> <td></td> </tr> </table>						<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE		MAN-HOURS	DOLLARS	
						<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)							
						<input type="checkbox"/> CHANGE								
<input type="checkbox"/> DISCONTINUE														
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100032-1				18. EXTENSION								